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**State of Vermont**  
**Vermont Department of Education**  
120 State Street  
Montpelier, VT 05620-2501

February 13, 2008

Dear Colleagues,

The Vermont Department of Education invites you to nominate a teacher for consideration as the 2009 Vermont Teacher of the Year. I realize that Diane Bahrenburg has just begun her year as the 2008 Vermont Teacher of the Year, however, it is time to begin the nomination, interview and school visit process for next year. Recognizing and rewarding excellence within the teaching profession remains a high priority. Nominating someone for this award brings attention to the individual achievement of teachers from your district/supervisory union. This program does not attempt to single out any one teacher as the best teacher in Vermont, but rather honors one person who represents all the excellent teachers in our state.

Please find the nomination form at

[http://education.vermont.gov/new/html/dept/awards.html#application\\_nomination](http://education.vermont.gov/new/html/dept/awards.html#application_nomination)

and refer the nominee(s) to this site for a copy of the application that they must complete. Portfolios **must** be submitted by March 17, 2008. Mail complete applications to Tina Muncy, c/o Helen Oatley, Vermont Department of Education, 120 State Street, Montpelier, VT 05620.

Please be aware that the process of writing a portfolio for this application takes time. Therefore, nominations should be made NOW so that the candidate will have sufficient time to complete their portfolio.

I encourage you to participate in this program and look forward to recognizing excellence in teaching.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard H. Cate". The signature is fluid and cursive.

Richard H. Cate  
Commissioner